



ISOO Notice 2017-001: Upcoming ISOO Notices and Data Calls for FY 2017

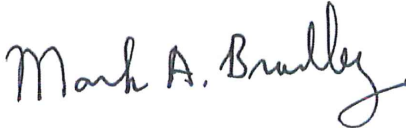
April 6, 2017

The following is a list of notices and data calls with associated publication and suspense dates:

ISOO Notice Subject	Expected Target Date for Publication
Clarification on Classification by Compilation	May 1, 2017

ISOO Data Call Subject	Expected Date to be Sent to Agencies	Date Report is Due to ISOO
Self-Inspection Reports	April 2017	November 1, 2017
SF 311	June 2017	November 15, 2017
SF 716 (Cost Report)	December 2017	February 28, 2018

Please direct any questions regarding this ISOO Notice to: isoo@nara.gov.


MARK A. BRADLEY
Director

SF 311

Agency Security Classification Management Program Data

Revision 2
September 2013

Introduction

Executive Order 13526, "Classified National Security Information," section 5.2, directs the Information Security Oversight Office (ISOO) to report annually to the President on the implementation of the Order. This is done by collecting data from Executive branch agencies via the Standard Form (SF) 311, "Agency Security Classification Management Program Data." The ISOO implementing directive, 32 CFR 2001.80(1), directs the use of the SF 311 as a data collection form to be submitted by the agencies for inclusion in the report to the President. The purpose of this booklet is to explain the form and clarify some of the potential problem areas to make the reporting process easier for agency personnel.

Frequently Asked Questions

What is the purpose of the SF 311?

The SF 311 is used to collect data from Executive branch agencies that create and/or handle classified national security information. Information that is requested includes number of original classification authorities, number of original and derivative classification decisions, number of mandatory declassification review requests and appeals, number of pages declassified, number of inspections conducted, and number of classification guides.

Why do agencies need to complete the SF 311?

Executive Order 13526, "Classified National Security Information," and its government-wide implementing directive, 32 CFR Part 2001, require Executive branch agencies to report statistics related to their security classification programs to the Information Security Oversight Office (ISOO).

How long does an agency have to complete the SF 311?

Tasking notices are issued to senior agency officials and points of contact between July and August. Agencies have approximately four months to complete the information requested.

When is the completed form due?

The form is completed on a fiscal year basis and is due to ISOO no later than November 15 of each year.

How does an agency request an extension?

An agency can request an extension by contacting ISOO and providing a reason why one is needed. Extensions are approved on a case-by-case basis.

What is done with the information on the SF 311?

The information is compiled, analyzed, reported, and published in ISOO's annual report to the President. The reports are available in printed format upon request or the ISOO website: <http://www.archives.gov/isoo/reports/>.

Can the form be filled out electronically?

Yes, the form can be filled out electronically and e-mailed to your agency POC. The agency will then send the final version to ISOO.

Should my agency conduct a quality control check to ensure the responses are accurate?

Yes, it is essential that agencies conduct a quality control check before submitting their form to ISOO.

Who should the agency POC contact if they have any questions while completing the form?

The ISOO website lists all the liaisons and their corresponding agencies at <http://www.archives.gov/isoo/contact/agency.html>. Anyone within an agency should contact their agency POC if they have any questions.

Can an agency request training if needed?

Yes, by contacting ISOO at isoo@nara.gov or the ISOO liaison for your agency.

What happens if an agency sends the form and then needs to correct information?

Send the corrected form as soon as possible to your ISOO liaison. Annotate on the form that it is a revised version and note in the comments section where the corrections were made.

Does an agency have to submit individual SF 311 for each bureau, department, or component?

No, for agencies or departments with multiple components, only one SF 311 should be submitted. For example: Department of Homeland Security will turn in one report that includes all numbers from ICE, FEMA, CBP, TSA, Coast Guard, and U.S. Secret Service.

What happens if an agency's component(s) does not respond by the deadline?

If a component(s) has not submitted their numbers, ask for an extension from ISOO and submit a completed SF 311, or submit the SF 311 with an annotation stating which component(s) did not submit numbers. ISOO will note this in the Annual Report.

Part A: Identifying Information

PART A: Identifying Information	
1. Enter the Fiscal Year that this report covers.	1.
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2.
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3.
4. Enter the name, title, phone, fax, and e-mail address for the point-of-contact responsible for answering questions about this report.	4.

Block 1 - Fiscal year

Block 2 - Name of agency.

Block 3 - Senior Agency Official information – name, title, address, phone, fax, e-mail.

Block 4 - Point of Contact information – name, title, phone, fax, e-mail – this is the person who will be contacted if ISOO has any questions concerning the data on the form.

Part B: Officials with Original Classification Authority

PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5.
6. Enter the number of agency officials whose highest level of original classification authority is SECRET.	6.
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7.
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7)	8.

If your agency does not have OCA, then enter 0 in blocks 5-7.

For agencies with OCA, enter the number of personnel who have OCA at the appropriate level. Do not count personnel more than once – for example, if an OCA has Top Secret OCA, do not also count them for Secret and Confidential. Only count them at the highest level of their authority.

Do not estimate these numbers. This must be an actual count of OCAs within your agency.

Part C: Original Classification Decisions

PART C: Original Classification Decisions	
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	9.
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	10.
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10).	11.
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less.	12.
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	13.
14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)	14.
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less.	15.
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years.	16.
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16)	17.
18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	18.

Explain in the comments section of the form any major changes, discrepancies, or corrections. This should be an actual count, not a sampling.

Part D: Derivative Classification Decisions

PART D: Derivative Classification Decisions	
Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.)	
19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19.
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20.
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21.
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.

Estimates should include the total number of derivative classification decisions (regardless of media). The following list contains types of materials to include in your count, some of which might not have been included in the past:

- Electronic presentations; e-mail; official correspondence; photographs; reports and/or intelligence products; web pages, wiki articles, and blogs.

The following is guidance on how to count classification decisions:

- Count all derivative classification actions.
- Do not count products classified by another agency.
- Do not count any reproductions or copies.
- When counting email, only count "new" emails where a derivative action was made, not all strings of emails or replies.

The numbers reported should be a 52-week actual count, or an estimate based on a specific time period. If using a multiplier, suggested sampling periods are listed below.

- 2-week sampling period-multiply by 26
- 4-week sampling period-multiply by 13
- 8-week sampling period-multiply by 6.5
- 52-week actual count – do not apply multiplier

This is the only section that allows the use of sampling. All other numbers will be actual counts.

Part E: Mandatory Declassification Review Requests and Appeals

PART E: Mandatory Declassification Review Requests and Appeals	
A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision.	
23. Enter the number of requests received during the reporting period.	23.
24. Enter the number of requests closed during the reporting period.	24.
25. Enter the number of requests that have been unresolved for over one year.	25.
26. Enter the average number of days to resolve each request.	26.
27. Enter the number of appeals received during the reporting period.	27.
28. Enter the number of appeals closed during the reporting period.	28.
29. Enter the number of appeals that have been unresolved for over one year.	29.
30. Enter the average number of days to resolve each appeal.	30.
31. Enter the number of referred requests received during the reporting period.	31.
32. Enter the number of referred appeals received during the reporting period.	32.

Block 23 – enter the number of MDR requests received by your agency.

Block 24 – enter the number of MDR requests that were closed.

Block 25 – enter the number of MDR requests that have remained open for over a year.

Block 26 – enter the average number of days it takes your agency to resolve each MDR.

Block 27 – enter the number of MDR appeals received by your agency.

Block 28 – enter the number of MDR appeals that were closed.

Block 29 – enter the number of MDR appeals that have remained open for over a year.

Block 30 – enter the average number of days it takes your agency to resolve each MDR appeal.

Block 31 and 32 – enter the number of referred MDR requests and appeals that your agency received during the reporting period. Referred requests and appeals are those sent to your agency from the primary agency that originally received the MDR and has the responsibility to respond to that MDR.

Part F: Mandatory Declassification Review Decisions in Pages

PART F: Mandatory Declassification Review Decisions in Pages	
33. Enter the number of requested pages that were declassified in full.	33.
34. Enter the number of requested pages that were declassified in part.	34.
35. Enter the number of requested pages that were denied declassification.	35.
36. Total number of requested pages acted on. (Sum of blocks 27, 28, & 29)	36.
37. Enter the number of appealed pages that were declassified in full.	37.
38. Enter the number of appealed pages that were declassified in part.	38.
39. Enter the number of appealed pages that were denied declassification.	39.
40. Total number of appealed pages acted on. (Sum of blocks 31, 32, & 33)	40.

Self-explanatory: enter number of requested and appealed pages that were declassified in full, in part, or were denied declassification.

Part G: Automatic, Systematic, and Discretionary Declassification Reviews

PART G: Automatic, Systematic, and Discretionary Declassification Reviews	
41. Enter the number of pages reviewed that were subject to automatic declassification under section 1.3 of E.O. 13526.	41.
42. Enter the number of pages declassified under automatic declassification.	42.
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.3 of E.O. 13526.	43.
44. Enter the number of pages declassified under systematic declassification.	44.
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45.
46. Enter the number of pages declassified under discretionary declassification.	46.

Block 42 must be smaller than or equal to block 41.

Block 44 must be smaller than or equal to block 43.

Block 44 must be smaller than or equal to block 45.

**You cannot
declassify more
pages than have
been reviewed.**

NOTE: Only count those decisions made within your agency. Any decisions made by the Interagency Security Classification Appeals Panel (ISCAP) will not be counted by the agency, but will be reported by the ISCAP in a separate section of the annual report.

Part H: Internal Agency Oversight

PART H: Internal Agency Oversight	
47. Enter the number of self-inspections conducted by your agency, covering any aspect of the security classification program, during the reporting period.	47.
48. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.3)	48.
49. Enter the number of challenges where the classification status was fully affirmed.	49.
50. Enter the number of challenges where the classification status was overturned in whole or in part.	50.
51. Enter the number of security classification guides created by your agency and currently in use.	51.

Block 47 should not be zero. E.O. 13526 section 5.4(d)(4) requires all Executive branch agencies to conduct self-inspections.

Block 51 - quality control check - If your agency does not have original classification authority, then you cannot have any classification guides.

Part I: Explanatory Comments

<p>PART I: Explanatory Comments</p> <p><small>Use this space to explain any entries on this form. Extra space is needed, please at an extra sheet of paper. Provide explanations for any significant changes in page numbers, page counts, etc.</small></p>
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Include comments explaining any discrepancies, major changes, etc. in any part of the form.

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AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the Fiscal Year that this report covers.	1. 2017
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. National Geospatial-Intelligence Agency
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. (b) (3) 10 U.S.C. § 424, (b) (6)
4. Point-of-contact responsible for answering questions about this report:	
4a. Name:	4a. (b) (3) 10 USC Sec 424 (b)(6)
4b. Title:	(b) (3) 10 U.S.C. § 424
4c. Email address:	4. (b) (3) 10 U.S.C. § 424, (b) (6)
4d. Phone number:	4. (b) (3) 10 U.S.C. § 424, (b) (6)
PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET .	5. 10
6. Enter the number of agency officials whose highest level of original classification authority is SECRET .	6. N/A
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL .	7. N/A
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	8. 10
PART C: Original Classification Decisions	
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)	
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	9. 0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	10. 0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	11. 0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	12. 0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	13. 0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	14. 0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less .	15. 0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	16. 0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	17. 0
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	18. 0

National Geospatial-Intelligence Agency

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19. 320,632
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20. 669,864
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21. 86,450
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22. 1,049,334

PART E: Mandatory Declassification Review Requests

A "Request" is an individual initial review request, regardless of the number of documents or pages to be reviewed as part of the request.

Report only requests for your agency in which your agency is responsible for the final decision.

23. Enter the number of REQUESTS received during the reporting period.	23. 51
24. Enter the number of REQUESTS closed during the reporting period.	24. 51
25. Of the REQUESTS entered into block 24, enter the number of pages that were:	25.
a. Declassified in full .	25a. 1,411
b. Declassified in part .	25b. 931
c. Denied declassification.	25c. 99
d. Total number of requested pages acted on. (Sum of blocks a, b, and c)	25d. 2,441
26. Enter the number of REQUESTS that have been unresolved for over one year.	26. 0
27. Enter the AVERAGE NUMBER OF DAYS to resolve each request.	27. 0
28. Enter the number of REFERRED REQUESTS received during the reporting period. (Number of requests referred to your agency from another agency)	28. 0

PART F: Mandatory Declassification Review Appeals

An "Appeal" is an individual request for appeal, regardless of the number of documents or pages to be reviewed as part of the request.

Report only appeals for your agency in which your agency is responsible for the final decision.

29. Enter the number of APPEALS received during the reporting period.	29. 0
30. Enter the number of APPEALS closed during the reporting period.	30. 0
31. Of the APPEALS entered into block 30, enter the number of pages that were:	31. 0
a. Declassified in full .	31a. 0
b. Declassified in part .	31b. 0
c. Denied declassification.	31c. 0
d. Total number of appealed pages acted on. (Sum of blocks a, b, and c)	31d. 0
32. Enter the number of APPEALS that have been unresolved for over one year.	32. 0
33. Enter the AVERAGE NUMBER OF DAYS to resolve each appeal.	33. 0
34. Enter the number of REFERRED APPEALS received during the reporting period. (Number of appeals referred to your agency from another agency)	34. 0

PART G: Automatic, Systematic, and Discretionary Declassification Reviews	
35. Enter the number of pages REVIEWED that were subject to automatic declassification under section 3.3 of E.O. 13526.	35. 695,030
36. Enter the number of pages DECLASSIFIED under automatic declassification .	36. 23,428
37. Enter the number of pages REVIEWED that were subject to systematic declassification under section 3.4 of E.O. 13526.	37. 0
38. Enter the number of pages DECLASSIFIED under systematic declassification .	38. 0
39. Enter the number of pages REVIEWED that were subject to discretionary declassification under section 3.1 of E.O. 13526.	39. 0
40. Enter the number of pages DECLASSIFIED under discretionary declassification .	40. 0
PART H: Internal Agency Oversight	
41. Enter the number of CHALLENGES processed by your agency to the classification of information believed to be improperly classified or unclassified . (E.O. 13526, section 1.8)	41. 0
42. Enter the number of CHALLENGES where the classification status was fully affirmed .	42. 0
43. Enter the number of CHALLENGES where the classification status was overturned in whole or in part .	43. 0
PART I: Intelligence Community (IC) Information	
This section applies only to IC agencies and IC components of other agencies who <i>originally apply</i> the ORCON and ORCON-USGOV dissemination control. This information, along with ISOO's annual inspection reports will be used to inform the annual report to the DNI on the use of classification markings.	
Organization's classified disseminated analytic product (as defined in ICD 206 Sourcing Requirements for Disseminated Analytic Product) originally marked ORCON.	
44. Enter PERCENTAGE of your organization's classified disseminated analytic products originally marked ORCON .	44. 0.00%
45. Enter TOTAL NUMBER of your organization's classified disseminated analytic products originally marked ORCON .	45. 0
46. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in full .	46. 0
47. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in part . Provide explanation for partial denial in part J below.	47. 0
48. Enter the number of ORCON expanded dissemination requests DENIED . Provide explanation for denial in part J below.	48. 0
Organization's classified disseminated analytic product (as defined in ICD 206 Sourcing Requirements for Disseminated Analytic Product) originally marked ORCON-USGOV.	
49. Enter PERCENTAGE of your organization's analytic products originally marked ORCON-USGOV .	49. 0.00%
50. Enter TOTAL NUMBER of your organization's analytic products originally marked ORCON-USGOV .	50. 0
51. Provide TOTAL NUMBER of reports of potential misapplication of the ORCON marking. Provide background information on each occurrence in part J below.	51. 0
52. Has your organization been NEGATIVELY IMPACTED by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52. N/A

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

NGA, via an internal agency tasker, queried 100% of the NGA population with clearances. There were two collection periods, totalling two weeks. The 2017 collection included electronic presentations, e-mails, finished products, etc. A 26 multiplier was used in Part D, Derivative Classification Decisions, to arrive at the numbers presented, to show the total classification count for a 52-week fiscal year (FY). Numerical trends for FY17 classification decisions of all types increased by less than 1% in comparison to FY16.

NGA Original Classification Authorities

Position	Name	Date Trained
Director of NGA	Robert Cardillo	18 Apr 2017
Deputy Director of NGA	Susan M. Gordon	29 Jun 2017
Chief of Staff	Ed Mornston	14 Jun 2017
Analysis Director	(b) (3) 10 U.S.C. § 424, (b) (6)	16 Nov 2016
Source Operations and Management Directorate		27 Sep 2016
IT Services Directorate		06 July 2016 (Awaiting New Signed Agreement)
Research		24 Oct 2016
Security and Installations Directorate		17 Oct 2016
International Affairs Directorate		06 Jun 2017
GEOINT Senior Advisor		Awaiting New Assigned OCA

NGA Security Classification Guides (SCG) List

SCG	Original Date	Review/Update Date
Aeronautical NF/REL	18 Mar 15	29 Sept 2016 Admin Changes
TERCOM	17-Oct-14	3 Aug 2016 Admin Changes
DPPDB REL	23-Oct-14	23 Oct 2014 Admin Changes
DPPDB NF	23-Oct-14	23 Oct 2014 Admin Changes
Terrain	5-Sep-14	
ABI	17-Oct-14	Incorporated into CoNGA
CIB	6 Oct 15	16 Oct 2015 Admin Changes
Maritime	25-Jun-14	
Cross Country Mobility	12-Jun-14	29 Sept 2016 Admin Changes
MSDS REL/NF	10-Aug-14	29 Sept 2016 Admin Changes
Targeting	11-Sep-14	29 Sept 2016 Admin Changes
MIGS	11-Jul-14	
DMIGS	11-Aug-14	
CYBER	15-Oct-14	12 Sept 2016 Admin Changes
TIGS	10-Oct-14	29 Sept 2016 Admin Changes
Gravity Gradiometry	8 Aug 2014	3 Oct 2016 Admin Changes
GEOINT	30 June 2016	
NGA SCG	12 Nov 2015	5 Oct 2016 Admin Changes
OPIR SCG	17-Oct-14	Incorporated into CoNGA
Commonwealth	17-Oct-14	16 Apr 2015
Bad Wolf	31 May 2016	
Curator	15 Jan 2013	6 Oct 2016
Goes-R	25 July 2016	
River Eye/SEA Vector	14 Sept 2016	

All above SCGs will remain in effect for 6 months after CoNGA is signed.

CoNGA

Awaiting Signature

Will cover all above SCGs

AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

PART A: Identifying Information	
1. Enter the Fiscal Year that this report covers.	1. 2017
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	2. National Geospatial-Intelligence Agency
3. Enter the name and title of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. (b) (3) 10 U.S.C. § 424, (b) (6)
4. Point-of-contact responsible for answering questions about this report:	
4a. Name:	4a. (b) (3) 10 USC Sec 424(b)(6)
4b. Title:	4. (b) (3) 10 U.S.C. § 424, (b) (6)
4c. Email address:	4. (b) (3) 10 U.S.C. § 424, (b) (6)
4d. Phone number:	4. (b) (3) 10 U.S.C. § 424, (b) (6)
PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET .	5. 10
6. Enter the number of agency officials whose highest level of original classification authority is SECRET .	6. N/A
7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL .	7. N/A
8. Total number of officials with original classification authority. (Sum of blocks 5, 6, and 7)	8. 10
PART C: Original Classification Decisions	
Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the categories from section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all original classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)	
9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	9. 0
10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	10. 0
11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10)	11. 0
12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less .	12. 0
13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	13. 0
14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13)	14. 0
15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions of 10 years or less .	15. 0
16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years .	16. 0
17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16)	17. 0
18. Total number of original classification decisions. (Sum of blocks 11, 14, and 17)	18. 0

National Geospatial-Intelligence Agency

PART D: Derivative Classification Decisions

Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via email. Do not count reproductions or copies.)

19. Enter the number of derivative TOP SECRET classification decisions made during the reporting period.	19. 320,632
20. Enter the number of derivative SECRET classification decisions made during the reporting period.	20. 669,864
21. Enter the number of derivative CONFIDENTIAL classification decisions made during the reporting period.	21. 86,450
22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21)	22. 1,076,946

PART E: Mandatory Declassification Review Requests

A "Request" is an individual initial review request, regardless of the number of documents or pages to be reviewed as part of the request.

Report only requests for your agency in which your agency is responsible for the final decision.

23. Enter the number of REQUESTS received during the reporting period.	23. 51
24. Enter the number of REQUESTS closed during the reporting period.	24. 51
25. Of the REQUESTS entered into block 24, enter the number of pages that were:	25.
a. Declassified in full .	25a. 1,411
b. Declassified in part .	25b. 931
c. Denied declassification.	25c. 99
d. Total number of requested pages acted on. (Sum of blocks a, b, and c)	25d. 2,441
26. Enter the number of REQUESTS that have been unresolved for over one year.	26. 0
27. Enter the AVERAGE NUMBER OF DAYS to resolve each request.	27. 0
28. Enter the number of REFERRED REQUESTS received during the reporting period. (Number of requests referred to your agency from another agency)	28. 0

PART F: Mandatory Declassification Review Appeals

An "Appeal" is an individual request for appeal, regardless of the number of documents or pages to be reviewed as part of the request.

Report only appeals for your agency in which your agency is responsible for the final decision.

29. Enter the number of APPEALS received during the reporting period.	29. 0
30. Enter the number of APPEALS closed during the reporting period.	30. 0
31. Of the APPEALS entered into block 30, enter the number of pages that were:	31. 0
a. Declassified in full .	31a. 0
b. Declassified in part .	31b. 0
c. Denied declassification.	31c. 0
d. Total number of appealed pages acted on. (Sum of blocks a, b, and c)	31d. 0
32. Enter the number of APPEALS that have been unresolved for over one year.	32. 0
33. Enter the AVERAGE NUMBER OF DAYS to resolve each appeal.	33. 0
34. Enter the number of REFERRED APPEALS received during the reporting period. (Number of appeals referred to your agency from another agency)	34. 0

PART G: Automatic, Systematic, and Discretionary Declassification Reviews	
35. Enter the number of pages REVIEWED that were subject to automatic declassification under section 3.3 of E.O. 13526.	35. 695,030
36. Enter the number of pages DECLASSIFIED under automatic declassification .	36. 23,428
37. Enter the number of pages REVIEWED that were subject to systematic declassification under section 3.4 of E.O. 13526.	37. 0
38. Enter the number of pages DECLASSIFIED under systematic declassification .	38. 0
39. Enter the number of pages REVIEWED that were subject to discretionary declassification under section 3.1 of E.O. 13526.	39. 0
40. Enter the number of pages DECLASSIFIED under discretionary declassification .	40. 0
PART H: Internal Agency Oversight	
41. Enter the number of CHALLENGES processed by your agency to the classification of information believed to be improperly classified or unclassified . (E.O. 13526, section 1.8)	41. 0
42. Enter the number of CHALLENGES where the classification status was fully affirmed .	42. 0
43. Enter the number of CHALLENGES where the classification status was overturned in whole or in part .	43. 0
PART I: Intelligence Community (IC) Information	
This section applies only to IC agencies and IC components of other agencies who <i>originally apply</i> the ORCON and ORCON-USGOV dissemination control. This information, along with ISOO's annual inspection reports will be used to inform the annual report to the DNI on the use of classification markings.	
Organization's classified disseminated analytic product (as defined in ICD 206 Sourcing Requirements for Disseminated Analytic Product) originally marked ORCON.	
44. Enter PERCENTAGE of your organization's classified disseminated analytic products originally marked ORCON .	44. 0.00%
45. Enter TOTAL NUMBER of your organization's classified disseminated analytic products originally marked ORCON .	45. 0
46. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in full .	46. 0
47. Enter the NUMBER OF REQUESTS approved for expanded dissemination of ORCON in part . Provide explanation for partial denial in part J below.	47. 0
48. Enter the number of ORCON expanded dissemination requests DENIED . Provide explanation for denial in part J below.	48. 0
Organization's classified disseminated analytic product (as defined in ICD 206 Sourcing Requirements for Disseminated Analytic Product) originally marked ORCON-USGOV.	
49. Enter PERCENTAGE of your organization's analytic products originally marked ORCON-USGOV .	49. 0.00%
50. Enter TOTAL NUMBER of your organization's analytic products originally marked ORCON-USGOV .	50. 0
51. Provide TOTAL NUMBER of reports of potential misapplication of the ORCON marking. Provide background information on each occurrence in part J below.	51. 0
52. Has your organization been NEGATIVELY IMPACTED by information being marked with ORCON or ORCON-USGOV control marking? If yes, provide explanation in Part J below.	52. N/A

PART J: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

NGA, via an internal agency tasker, queried 100% of the NGA population with clearances. There were two collection periods, totalling two weeks. The 2017 collection included electronic presentations, e-mails, finished products, etc. A 26 multiplier was used in Part D, Derivative Classification Decisions, to arrive at the numbers presented, to show the total classification count for a 52-week fiscal year (FY). Numerical trends for FY17 classification decisions of all types increased by less than 1% in comparison to FY16.